



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: WRM21-015

() DIVISION/PROGRAM () DEPARTMENT () NJ STATE EMPLOYEES (X) GENERAL PUBLIC

TITLE: Web Design Assistant (Hourly) **SALARY:** \$18.00/hour
OPENING DATE: April 8, 2021 **CLOSING DATE:** April 22, 2021
EXISTING VACANCIES: One (1) **WORK SCHEDULE:** 20-25 Hours Per Week

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Water Resource Management Program
Division of Water Quality
401 East State Street, 3rd Floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to candidates who meet the requirements below.

SPECIFIC TO THIS POSITION: The Division of Water Quality is comprised of two elements: The Water Pollution Management Element (WPME) and the Municipal Finance and Construction Element (MFCE). WPME is responsible for protecting New Jersey's ground and surface water quality by assuring the proper treatment and discharge of wastewater (and its residuals) from various types of facilities and activities, including the generation, monitoring, and management of sludge and sludge derived products. MFCE is responsible for administration of a number of State and Federally funded programs for the planning, design, and/or construction of wastewater, drinking water, and stormwater/nonpoint source management programs. The Division of Water Quality’s Director’s Office has an hourly position working under the Division’s Communications Manager. The job duties include assisting in developing, maintaining, and enhancing Division Web pages.

This position requires a minimum of two years of college-level courses, with a strong working knowledge of Adobe Creative Cloud Suite software (specifically Dreamweaver) as well as WordPress.

PREFERRED SKILL SETS: Graphic design experience and/or familiarity with GIS (or other mapping applications).

REQUIREMENTS:

EDUCATION: The position is open to candidates who have, at a minimum, completed high school.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran’s Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Cathy Bogart
Water Resource Management
PO Box 420; Mail Code 401-02A
Trenton, NJ 08625-0420
E-mail Address: WRM.resumes@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer